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6 April 1960

MEMORANDUM FOR: Director of Security

SUBJECT : Revision of Security Regulations  
Re the New Building

1. Recently, I requested a list of the features of the new building which might have a bearing on our present security regulations and controls. There is attached a 31 March 1960 report from the Chief, Survey Branch, outlining a series of features of the new building, most of which will require some revision of our present regulations.

2. Most of our security regulations at the present time are built around the fact that we are located in approximately [REDACTED] buildings widely scattered in various parts of the city. The simple transmittal of a document from one division to another requires, in many cases, that document to travel outside of our buildings, through the city to another building, and accordingly, we have imposed all the necessary protective controls. Within the new building many of these protective controls can be eliminated which will greatly speed up and streamline the system of dissemination and transmission. In like manner, this will have an effect on the logging and accountability procedures. In a similar manner, the use of vaults and open shelving will have a bearing on the regulations pertaining to custody and storage of classified information.

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3. Since we will still retain approximately [REDACTED] buildings in the city, the present regulation pertaining to the transmission outside of the building will pretty much have to remain enforce in transmitting material between Langley and these other buildings. On the other hand, the regulations pertaining to activities within the new building should be considerably relaxed. These variances

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will have some tendency to create confusion and this will be most noticeable when we first begin moving in the new building. In view of the length of time that it takes to revise a regulation to date, I think that [REDACTED], in coordination with IOS and PPS, should begin gradual revision of the regulations so that the new requirements can be published and utilized as soon as we are located in the new building. The attached memorandum will serve as a guide as to the regulations to be revised. From the PPS viewpoint there will be other regulations which will require some revision.

[REDACTED]  
Deputy Director of Security

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**Attachment:**

Memo from Survey Branch dtd. 31 March 1960